

RFQ FOR PROFESSIONAL SERVICES  
FOR THE DESIGN, BIDDING, AND  
CONSTRUCTION ENGINEERING OF  
THE WTP IMPROVEMENTS  
PROJECT – CLEARWELL, HIGH  
SERVICE PUMP STATION & RAW  
WATER PUMP STATION



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Attachments

Attachment A – Potable Water Treatment Facility Project Plan

## 1. General RFQ Information

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The City of East Moline, Illinois operates the East Moline Water Treatment Plant (WTP) that serves the residents and businesses of East Moline, Hampton, and will soon be serving Carbon Cliff.

The East Moline WTP was initially constructed in 1955 and has undergone several additions and upgrades since. The primary purposes for this project are the need to construct a new clearwell and pumping station, structural and facility repair and improvement, and replacement of equipment at the end of its useful life.

This Request for Qualifications (RFQ) is for the qualifications-based selection of an engineering firm (Firm) to complete the design, bidding, and construction engineering phases of the WTP Improvements Project as identified in the “Potable Water Treatment Facility Project Plan” (Project Plan) attached and described below.

### 1.1. Key Dates

Key dates for the RFQ process are included in the table below. The schedule is driven by design, bidding, construction, and funding timeliness.

Task	Date	Duration
Publish advertisement for RFQ	2/5/26	
SOQs due to City	3/6/26	29
Review SOQ's, shortlist firms for interview	3/20/26	14
Interviews	4/10/26	21
Finalize firm selection	4/17/26	7
Negotiate & finalize fee	4/30/26	13
Present contract for review to COW	5/4/26	5
Contract for award / approval by City Council	5/18/26	14
Notice to proceed with design	5/19/26	1

### 1.2. Submittal Process

#### 1.2.1 **Posting and Distribution:**

1.2.1.1 The RFQ has been posted on the City's webpage at <https://www.eastmoline.com/Bids>.

#### 1.2.2 **Instructions for Submitting a Qualifications Package:**

1.2.2.1 Submit six (6) hard copies and one USB device containing a compiled file of the qualification packet, delivered to Brianna Huber by **10:00 am on March 6<sup>th</sup>, 2026:**

City of East Moline Water Filtration  
Attn: Brianna Huber

901 12<sup>th</sup> Avenue  
East Moline, IL 61244

**1.2.2.2 Electronic versions:**

1.2.2.2.1 Electronic versions must be included in a single PDF on a USB drive.

**1.2.2.3 Site visits:**

1.2.2.3.1 Are to be scheduled on 2/18/26 and 2/20/26 between 10:00 am and 2:00 pm.

1.2.2.3.2 No more than two representatives from each Firm should attend, and groups of no more than six people will be scheduled in a 2-hour timeslot.

1.2.2.3.3 Firms should contact **Brianna Huber** [bhuber@eastmoline.com](mailto:bhuber@eastmoline.com) to schedule a site visit.

**1.2.2.4 Questions:**

1.2.2.4.1 Questions may be directed to **Brianna Huber** [bhuber@eastmoline.com](mailto:bhuber@eastmoline.com).

1.2.2.4.2 Questions must be submitted 7 days prior to the packet submission due date. Addenda will be posted in the same format as the RFQ was published and available to all recipients of the RFQ.

**1.2.2.5 Formatting Requirements:**

1.2.2.5.1 Minimum size 10 font, 1.5 spacing and 0.75" margins on 8.5" x 11" paper

1.2.2.5.2 Maximum 20 pages double sided, excluding Qualifications of Key Personnel and Reference Projects.

**1.3. Request Requirements**

**1.3.1 Letter of Interest** (limit two pages):

1.3.1.1 A letter of interest signed by a corporate officer, principal, or an authorized representative of the prime consultant authorized to obligate the firm contractually. The letter shall include the business address, telephone number, facsimile number, e-mail, and the name of the prime consultant that the City can contact for additional information.

1.3.1.2 A statement to demonstrate experience and capabilities in providing the scope of services requested, with a summary of past projects of a similar nature completed. Firms must be specific in the transmittal letter to include the following:

1.3.1.2.1 Why the Firm wants the subject project.

1.3.1.2.2 Why the Firm is the most qualified to perform the requested work.

1.3.1.2.3 If there are any circumstances relating to the Firm's ability to perform the work required by the project that the City should know about.

**1.3.2 Company Profile:**

1.3.2.1 A brief company profile, which must include the Firm's legal name, history, and business structure, designation of the legal entity by which the business operates (sole proprietor, partnership, corporate, LLC, etc.), type of ownership (small business, small disadvantaged business or W/MBE business), length of company's existence, locations of their parent company, branch or subsidiary and proposed project team, total number of personnel including personnel by discipline, and Firm's field of expertise.

**1.3.3 Qualifications of Key Personnel:**

1.3.3.1 Provide organizational chart or project team.

1.3.3.2 Describe the education, experience and relevant abilities of key personnel and proposed subcontractors or specialty consultants who will be responsible for project completion and identify their precise role in accomplishing the work. Include information on recent, current, and projected workloads of each key personnel to demonstrate the ability to meet time requirements.

1.3.3.3 Provide complete resumes for key personnel on the project team.

1.3.3.4 Provide proof of required licensures, certifications, and qualifications of the individuals who will fill key positions below. The qualifications shall be submitted in a resume format that lists education, general work experience, professional licensures/certifications, and specific project experience. A single individual may serve in more than one key position. Each resume should clearly state the key position the individual will fill. Resumes of additional personnel may also be submitted, but must be placed after the key personnel.

1.3.3.4.1 **Project/Client Manager:** This individual will serve as the City's direct point of contact and must have specific experience and qualifications to oversee a project of this skill and scope.

1.3.3.4.2 **Mechanical/HVAC Engineering Professional:** The individual(s) shall be an Illinois-licensed Professional Engineer (P.E.) qualified to design HVAC systems and incidental plumbing for public infrastructure projects and shall have held such licensure for a minimum of five (5) years. The individual(s) shall be employed full-time by the selected firm or by a subconsultant identified in accordance with this RFQ's requirements.

1.3.3.4.3 **Structural Engineering Professional:** The individual(s) shall be an Illinois-licensed Professional Engineer (P.E.) qualified to provide structural engineering services and shall have a minimum of five (5)

years of relevant structural engineering experience. This individual shall be employed full-time by the selected firm or by a subconsultant identified in accordance with this RFQ's requirements.

1.3.3.4.4 **Electrical Engineering Professional:** The individual(s) shall be an Illinois-licensed Professional Engineer (P.E.) qualified to provide electrical engineering services and shall have a minimum of five (5) years of relevant electrical engineering experience. The individual(s) shall be employed full-time by the selected firm or by a subconsultant identified in accordance with this RFQ's requirements.

1.3.3.4.5 **Additional Personnel Experience:** The Firm shall identify any additional personnel proposed for this project and describe their qualifications and experience that may benefit the City in completing the services requested by this RFQ.

1.3.3.5 List sub-consultants (if any) to be utilized. Firms proposing a joint association/venture or subcontracting for more than 10% of the total project fee requirements must include information that clearly defines the Firm's and project team members' relationships with the sub-consultant and clearly understand who will be performing the work and where it will be done.

#### 1.3.4 **Reference Projects**

1.3.4.1 Minimum of 5 reference projects completed within the past 10 years, consisting of members of the project team proposed for this WTP Improvements Project. Client contact information must be included.

1.3.4.2 Detail the dollar value, schedule for accomplishing the respective phases of basic services, the value and reason for design/construction change order(s), and your design/construction cost estimate vs bid.

### 1.4 **Selection Process:**

#### 1.4.1 **Terms and Conditions:**

1.4.1.1 The City reserves the right to reject any and all responses and to waive any irregularity, variance, or informality, whether technical or substantial in nature, in keeping with the City's best interests.

1.4.1.2 The City reserves the right to request clarification of information submitted and to request additional information from one or more applicants.

1.4.1.3 Contact is not allowed with City Council members, the Mayor, or other non-selection committee City employees during the period from the advertising date until the final contract for the project is approved by City Council. Any timely filed protest will stay the award of contract, and this 'cone of silence' will remain in effect until the protest is resolved and the award becomes final.

1.4.1.4 Any submittal may be withdrawn until the date and time set above for the opening of submittals. Any qualifications packages not withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the City the services set forth in the attached specifications or until one or more of the submittal have been approved by the City Council.

1.4.2 **Selection Committee:** The Selection Committee shall consist of the City Administrator, Director of Water Filtration, Assistant Director of Water Filtration, Finance Director, Director of Engineering, Assistant Director of Engineering, and WTP Maintenance Lead.

1.4.2. **Scoring:** The Selection Committee shall evaluate submittals to determine which respondents meet the requirements and criteria set forth in specifications and RFQ. The scoring criteria that will be used are as follows:

Evaluation Criteria	Weight
<b>Technical Approach</b> – Firm’s understanding of the project, requirements for construction with IL SRF funds, approach to the project.	20%
<b>Firm Experience</b> – Firm’s experience with similar projects and ability to demonstrate proven successful track record of said projects.	20%
<b>Specialized Experience</b> – Firm’s unique proficiency, knowledge, and know-how that can be applied to the project; Qualifications and experience of key personnel assigned to the project.	25%
<b>Capacity</b> – Availability of project team to undertake the complex scope of services and complete work within the necessary schedule.	10%
<b>Past Performance</b> – Information from other clients and communities for which the firm has provided successful, comparable consulting services.	15%
<b>In-State or Local Presence</b>	5%
<b>CMB or DBE</b>	5%
<b>Total Scoring</b>	<b>100%</b>

## 2 Project Overview

The improvements specified within this project are intended to sustain WTP operations until a new WTP can be built in the same location or adjacent property. The new clearwell, high service pumping station, and raw water pump station improvements are the focus of this project. However, Firms must show understanding of future phases and proposed work.

## **2.1 WTP Improvements Project Description**

The existing East Moline Water Treatment Plant (WTP) does not have sufficient reliable clearwell storage capacity to meet the needs of the existing customers and commitments. The sole existing clearwell, besides lacking redundancy or backup, has numerous deficiencies including structurally significant cracks. The East Moline WTP Improvements Project proposes to install a 2.0 million gallon potable water storage tank, on property adjacent to the WTP, per Federal and State requirements, standards and recommendations. In addition to the clearwell replacement, the WTP Improvements Project as identified in the Project Plan will complete the following general improvements:

- **High service pump station** – Construction of a new high service pumping station with electrical room, using the proposed new clearwell and developing a fully redundant layout.
- **Electric room addition**– construction of a new electrical room at the raw water pumping station.
- **HVAC improvements** – upgrading HVAC at the raw water pumping station.
- **Extend fencing** – extend fencing at the raw water pumping station.
- **Facility floor draining improvements** – upgrading the drainage system at the raw water pumping station.
- **Sluice gate and actuator replacement** – installing a new sluice gate and actuator at the raw water pumping station.
- **Pump and motor replacement** – replace four raw water pumps and motors at the raw water pumping station.
- **Crack injection and concrete surface repair** – repair cracks and concrete surfaces of filter gallery walls throughout pipe gallery and chemical feed rooms.
- **Filter media replacement** – replace filter 5 media, repair and recoat filter 5 basin.
- **Replace blind flange** – replace settled water blind flange and repair surrounding concrete as needed.
- **Repair roof leak** – identify and repair source of leaks on solids handling building roof, replace lights.

Major future improvements that are not included in this RFQ and may or may not be included in the Potable Water Treatment Facility Project Plan consist of SCADA and control systems updates and upgrades, construction of a new office/maintenance building, and construction of a new water treatment plant. It is the opinion of the Firm to recognize and identify modifications to improvements and equipment replacement in their RFQ that differ from the Potable Water Treatment Facility Project Plan recommendations. Any work associated with modifying previous Potable Water Treatment Facility Project Plan recommendations must be clearly conveyed in the RFQ. It is further the responsibility of the Firm to considering future improvements and construction as required for planning of improvements identified within this RFQ.

## **2.2 Project Drivers**

The current clearwell has structural deficiencies that have no permanent repair solution and is therefore driving the construction of a new clearwell and high service pumping station. Other items described above were identified in the 2024 Water Master Plan as needed repairs, replacements or improvements to ensure continued safe and sustainable operation of the WTP.

### **2.3 Project Schedule**

The project schedule is based around the urgency of the clearwell replacement. Acknowledgement of or any revisions to this schedule based on the Firm's experience or recommendations must be included in the RFQ.

<b>Activity</b>	<b>Initiation Date</b>	<b>Completion Date</b>
Design	May 2026	November 2026
Permitting	October 2026	December 2026
Intended Funding List	July 2026	
Bidding	December 2026	February 2027
Construction	March 2027	March 2028

### **2.4 Corporate Forms**

Provide the following documents:

- Disclosure Statement
- Suspension and Debarment
- Truth in Negotiations Certification